

Retention and Classification Report

Agency: Uintah County (Utah). County Commission (1231)

State & County Building
152 East 100 North
Vernal, UT 84078
781-0770

Records Officer

13890	Minutes
27604	Publications
25406	Uintah county code

AGENCY: Uintah County (Utah). County Commission

SERIES: 13890

3

TITLE: Minutes

DATES: 1880-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 10.

AUTHORIZED: 03/30/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Commission

SERIES: 13890

TITLE: Minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 27604

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency not part of a more specific series. Contain Uintah County Fair and Taramack

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

AUTHORIZED: 03/28/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative

Disposition based on value of these records in documenting the decisions, activities and functions of the Uintah County Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah County (Utah). County Commission

SERIES: 25406

3

TITLE: Uintah county code

DATES: 1996-

ARRANGEMENT: Chronological, thereunder numerical by title and section numbers

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: 06/03/2008

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Commission

SERIES: 25406

TITLE: Uintah county code

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public